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ATTACHMENTS:

- A.
- B.
- C.

1.0 PURPOSE OF THE PROJECT / TASK

Define the purpose for the Project or Task

2.0 PROJECT TITLE

Provide the correct title for the Project or Task

3.0 SITE BUILDING LOCATION & INTERFACES

3.1 Approximate square footage required / assumed, Gross and Net

Provide detailed square footages for all areas required by the project

3.2 Location

Define the building(s) and area(s) where the project will be constructed. If outside, define the area and relate it to the nearest building. Define any alternative locations considered

4.0 CUSTOMER FUNCTIONAL REQUIREMENTS

4.1 General Requirements

4.1.1 Required Site Interfaces

4.1.2 Special Utility Interfaces

4.1.3 Material and Product Delivery Requirements

4.1.4 Parking

5.0 CUSTOMER EQUIPMENT REQUIREMENTS

5.1 Customer Requirements for FME Furnished Equipment

To be identified during detailed project scope meetings with the Customer

5.2 Contractor Supplied Equipment

To be identified during detailed project scope meetings with the Customer

5.2 Customer Supplied Equipment

To be identified during detailed project scope meetings with the Customer

6.0 CUSTOMER SCHEDULE REQUIREMENTS

6.1 Customer Schedule Requirements

To be identified during Initial meetings with NCI Management

6.2 Schedule Issues or Constraints on Moving People, Facilities and Equipment

There are no known issues or constraints. This will be confirmed during detailed project scope meetings with the Customer.

6.3 Schedule Issues and Constraints on Moving Laboratory Animals

There are no known issues or constraints. This will be confirmed during detailed project scope meetings with the Customer.

6.4 Target Milestone Schedule

Identify the key milestones and the target date for accomplishing that item. The key activities for this project and the target dates are as follows: (Modify table as required)

Item	Milestone	Target Date
A.	Initial Project Approval by NCI and confirmation of funding	
B.	Completion of scope meetings with Customer(s)	
C.	Issue Project Scope of Work and Project Cost Estimate	
D.	Issue Engineering Design Contract	
E.	Engineering Design Complete	
F.	Construction Contract Awarded	
G.	Construction Complete (Includes Punch List Completion)	
H.	Beneficial Occupancy of the Building	

The key project milestones and the target dates will be confirmed during detailed project scope meetings with the Customer.

7.0 SAFETY AND ENVIRONMENTAL REQUIREMENTS

7.1 Biological Safety Requirements

To be identified during detailed project scope meetings with the Customer

7.2 Life and Fire Safety Requirements

To be identified during detailed project scope meetings with the Customer

7.3 Environmental Requirements

To be identified during detailed project scope meetings with the Customer

7.4 Radiation Safety Requirements

To be identified during detailed project scope meetings with the Customer

8.0 SPECIAL COMMUNICATIONS AND “IT” REQUIREMENTS

To be identified during detailed project scope meetings with the Customer

9.0 RELATED WORK OUTSIDE THE PROJECT SCOPE

9.1 Item 1

Identify each of the assumptions, uncertainties and risks that are significant and the actions that will be taken to minimize the uncertainties and risks

10.0 PROJECT ASSUMPTIONS, UNCERTAINTIES AND RISKS

Identify each of the assumptions, uncertainties and risks that are significant and the actions that will be taken to minimize the uncertainties and risks. Assumptions may be important in establishing both what is to be included in the scope, as well as what is not to be included. Assumptions form a basis for scope, deliverables definition, schedule, and cost when complete information is not available, and they serve as a basis for any need for subsequent changes in any of these baselines when more complete information becomes available.

11.0 PROJECT DELIVERABLES

Identify the deliverables necessary for the design and construction. The design deliverables should be identified shortly after conceptual approval of the project. The identification is needed to establish an engineering budget and schedule during the early design activity (by approximately 15% design). This will typically include drawings, specifications, and calculations. The construction deliverables should be determined based on the design requirements. They should be identified consistent with when they are needed. Certain submittal information may be needed for design input during design. Documentation and approval thereof for long lead time items should be identified and obtained consistent with the required schedule requirements for the items.

ITEMS LISTED BELOW ARE OPTIONAL IN THE INITIAL “CONCEPTUAL” ISSUES OF A SCOPE OF WORK

12.0 DETAILED SCOPE OF WORK

Detailed requirements to accomplish the customer requirements defined in Sections 1.0 through 11.0 will be identified in the following sections as the project scope is developed. The requirements addressed below should be established as soon as possible. If information is known at the beginning of a project, it should be identified initially. As more details are established, they should be added to the scope of work as appropriate.

12.1 Special Equipment Requirements

12.2 Laboratory Requirements

12.3 Development Area Requirements

12.4 Administrative Area Requirements

13.0 ARCHITECTURAL AND CIVIL REQUIREMENTS

13.1 Parking and Paving

13.2 Other

14.0 MECHANICAL REQUIREMENTS

14.1 Mechanical Requirements and Building / Site Interfaces

14.2 Process Requirements and Building / Site Interfaces

14.3 HVAC Requirements and Building / Site Interfaces

14.4 Piping and Plumbing Requirements and Building / Site Interfaces

14.5 Fire Protection Requirements and Building / Site Interfaces

15.0 INSTRUMENTATION REQUIREMENTS

15.1 Instrumentation Requirements

15.2 BCS Requirements and Building / Site Interfaces

- 15.3 LAN and Other Computer Requirements and Building / Site Interfaces
- 16.0 ELECTRICAL REQUIREMENTS
 - 16.1 Electrical Requirements
 - 16.2 Building / Site Electrical Loads, Requirements and Interfaces
- 17.0 UNRESOLVED ISSUES (To Be Resolved Before Fiscal Approval Issue)
 - 17.1 Scope, Schedule and Budget Issues
 - 17.2 Assumptions Associated With Risks and Open Issues